

## Claims Register (For Trustees and Attorneys)

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The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

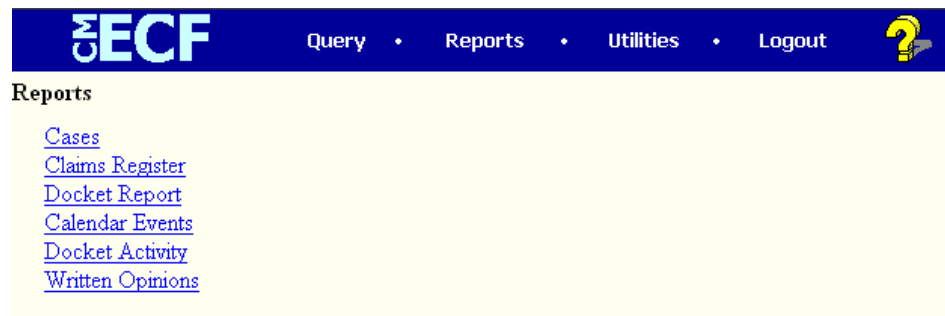
**Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.**

**STEP 1** Click on the Reports hyperlink on the CM/ECF Main Menu (See **Figure 1**)



**Figure 1**

**STEP 2** The **REPORTS** screen displays with a list of reports that can be generated (See **Figure 2**)



**Figure 2**

- Click on the Claims Register hyperlink.

**STEP 3** The **PACER LOGIN** screen displays (See **Figure 3**)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

## PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$0.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

**Figure 3**

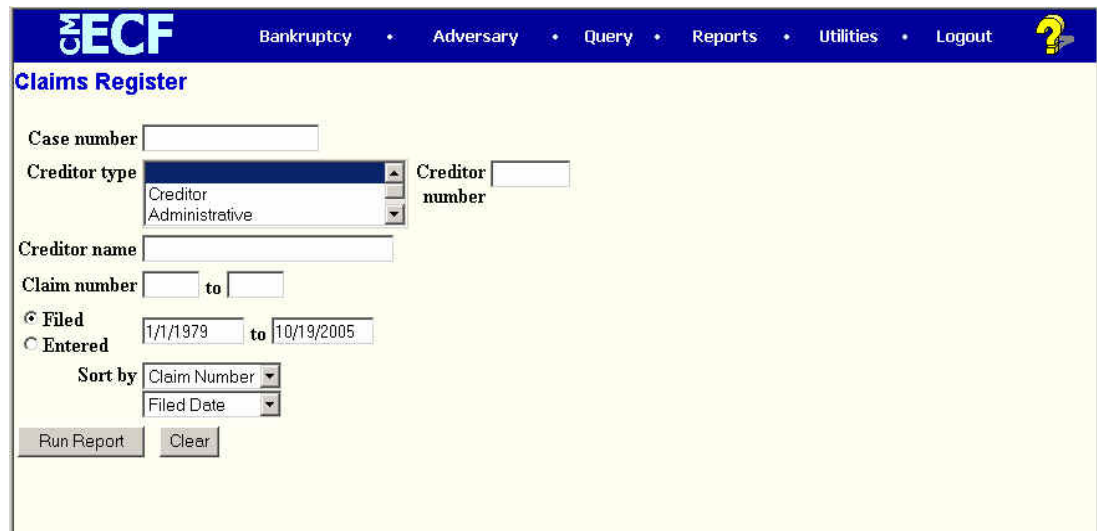
**NOTE:** The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

**NOTE:** If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

**STEP 4** The **CLAIMS REGISTER** information screen displays. (See figure 4)

The screenshot shows the 'Claims Register' search interface on the ECF (Electronic Case Filing) system. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is white. It features several input fields and dropdown menus for searching claims. The fields include: 'Case number' (a text input), 'Creditor type' (a dropdown menu with 'Creditor' and 'Administrative' options), 'Creditor number' (a text input), 'Creditor name' (a text input), 'Claim number' (a text input followed by 'to' and another text input), and a date range selector with radio buttons for 'Filed' (selected) and 'Entered', and date inputs for '1/1/1979' and '10/19/2005'. There are also 'Sort by' dropdown menus for 'Claim Number' and 'Filed Date'. At the bottom are 'Run Report' and 'Clear' buttons.

**Figure 4**

- Claims Register information can be requested by and limited by:
  - Case Number (a required field)
  - Creditor Type
  - Creditor Number
  - Creditor Name
  - Claim Number or Number Range
  - Filed or Entered Date or Date Range
- To view all claims activity for a case, enter only the case number.
- Claims can be sorted by:
  - Claim Number
  - Creditor Name
  - Filed Date

You can specify both a primary and secondary sort. If claims have the same name value for the primary sort, they will be sorted by the secondary sort.

- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button to generate the Claims Register report.

**NOTE:** Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

**STEP 5** The **CLAIMS REGISTER** screen is displayed. (See **Figure 5a**)

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**Southern District of Illinois  
Claims Register**

[04-30010 Alice M Ducksmith](#)

Honorable: Kenneth J. Meyers Chapter: 7  
Office: East St Louis Last Date to file claims:  
Trustee: Last Date to file (Govt):

|   |  |  |
|---|--|--|
| <i>Creditor:</i><br>Ford Motor Credit<br>P.O. Box 152271<br>Irving, TX 75015-2271 | <b>Claim No: 2</b><br><i>Filed:</i> 07/26/2006<br><i>Entered:</i> 07/26/2006 | <i>Status:</i><br><i>Filed by:</i> CR<br><i>Entered by:</i> student8<br><i>Modified:</i> |
|---|--|--|

Unsecured claimed: \$5000.00  
Secured claimed: \$500.00  
**Total claimed: \$5500.00**

*History:*  
2-1 07/26/2006 Claim #2 filed by Ford Motor Credit, total amount claimed: \$5500 (student8)

*Description:*

*Remarks:*

**Figure 5a**

- Figure 5a shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- The Claim Number is a hyperlink to the PDF file of the claim.
- Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.
  - Last Date to File Claims Claims bar date set at the §341 Meeting setting or upon Trustee's request.
  - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for chapter 11, 12, and 13 cases.
  - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim.

- Docket Status Status of the claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
  - Late Yes or No flag signifying when received according to the claims bar date.
- This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

### Figure 5b